



State of New Jersey
Department of Military and Veterans Affairs
GOVERNMENT RECORDS REQUEST FORM

Important Notice

The reverse side of this form contains important information related to your rights to access government records. Please read it carefully. In addition please note that :1) At the present time we cannot accept credit cards for payment; 2) Our web site <http://www.nj.gov/military/opra> provides information, email links and other resources that you should find helpful in preparing your request.

Requestor Information

See Reverse Side for Important Information

Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Daytime Telephone _____ AreaCode _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Review _____

Under Penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** (circle one) been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature _____ Date _____

Request # _____

Payment Method & Authorization

Select Payment Method:

Cash _____ Check _____ Money
Order _____

Maximum Authorized Cost:

\$ _____

Duplication Fees

Pages 1-10 \$0.75 each
Pages 11-20 \$0.50 each
Over Pages 21 \$0.25 each

Extra Service Charges may
apply depending upon the
nature of your request

Record Request Information

See Reverse Side for Important Information

To Expedite Your Request Be as Specific as Possible - Attach Additional Pages as necessary

Submit Your Request

Mailing your Request:

Your completed form may be mailed to the appropriate records custodian. See reverse side for mailing information.

Mark your envelope:

Attention Records Custodian

Hand Deliver Your Request

Your completed form may be hand delivered to the appropriate records custodian. See reverse side for address information.

Electronically Submit Your Request

You may complete and submit an electronic version of this form on the internet at: <http://www.nj.gov/military/opra>

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail or email, to the **Department of Military and Veteran Affairs** Custodian of Records. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the **Department of Military and Veteran Affairs**, that officer or employee does not have the authority to accept your request form on behalf of the **Department of Military and Veteran Affairs** and you will be directed to the department custodian of Records. A brief description of the operations and mission of the **Department of Military and Veteran Affairs** can be found at www.nj.gov/military/opra.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the **Department of Military and Veteran Affairs** request form, or fill out the online request form at www.nj.gov/opra/cgi-bin/opra/departments.pl; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. **Payment shall be made by check or money order** payable to the **State of New Jersey**.
4. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. **A 50% deposit must accompany requests with estimated fees exceeding \$25.** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
7. By law, the **Department of Military and Veteran Affairs** must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the **Department of Military and Veteran Affairs** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the **Department of Military and Veteran Affairs** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.
13. The following includes the mailing address, e-mail, and URL for online form for the Records Custodian(s) of the **Department of Military and Veteran Affairs**.

ADDRESS:

Custodian of Records
DMAVA
P.O. BOX 340
Trenton, NJ 08625-0840

E-MAIL: DMAVA_CustodianOfRecords@njdmava.state.nj.us

WEB ADDRESS: <http://www.nj.gov/military/opra/>